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ABSTRACT

One product of a research project dealing with the storage and maintenance of non-book library materials, this annotated listing focuses on literature that discusses films, filmstrips, transparencies, slides, magnetic tape, maps, microforms, paintings, prints, phonorecords, photographs, and negatives. Titles dealing with the care of audiovisual materials in general are also included. (FM)

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A BIBLIOGRAPHY ON THE STORAGE AND CARE OF NON-BOOK MATERIALS IN LIBRARIES WITH SELECTED ANNOTATIONS

Mr. Fred Sandner
Media Librarian
Asnuntuck Community College
Enfield, Connecticut

Dr. John W. Ellison
Associate Professor
School of Information and Library Studies
State University of New York at Buffalo

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Ms. Gloria S. Gerber
Media Specialist
Charles S. Wilson Memorial Hospital
Johnson City, New York

Ms. Susan E. Ledder
Research Assistant

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This bibliography is the result of one aspect of a U.S. Office of Education research project titled, "Storage and Care of Non-Book Materials." Brief annotations are provided for those items examined as part of the project. An effort was made to concentrate on the literature that discussed active collections rather than preservation, restoration or long-term archival storage.

Seven storage and care of non-book material self-evaluation forms were also developed as part of this project. These forms have been submitted to the Educational Resource Information Center/Information Resources (ERIC/IR) at Syracuse under the following titles:

Films, Filmstrips, Filmloops, Transparencies and Slides: Storage and Care Self-Evaluation Form

Magnetic Tape (Audio, Video or Computer): Storage and Care Self-Evaluation Form

Maps: Storage and Care Self-Evaluation Form

Microforms: Storage and Care Self-Evaluation Form

Original Paintings/Prints and Non-Original Prints: Storage and Care Self-Evaluation Form

Phonorecords and Negatives: Storage and Care Self-Evaluation Form

Six articles based on the non-book slide/tape programs and self-evaluation forms have been written by the project team and will be made available by June 1980. Each article provides more detailed information than the slide/tape programs or self-evaluation forms and the article format is more conducive to study.

Detailed information on the proper storage and care of non-book materials presented in this self-evaluation form is available in a series of six slide/tape programs:

Titles

Storage and Care of Films, Filmstrips, Filmloops, Transparencies and Slides

Storage and Care of Magnetic Tape (Audio, Video and Computer)

Storage and Care of Maps

Storage and Care of Microforms (Film, Fiche and Ultra-Fiche)

Storage and Care of Phonorecords

Storage and Care of Photographs and Negatives

Sources

The following sources will rent each slide/tape program for the cost of handling and postage:

Krasker Memorial Film Library
Boston University
765 Commonwealth Avenue
Boston, Massachusetts 02215
(617)353-5272

Regional Film Library
Instructional Support Center
The Florida State University
Tallahassee, Florida 32306
(904)644-2820

Audio Visual Center
University of Iowa
C-215 East Hall
Iowa City, Iowa 52242
(319)353-3724

Audio Visual Services
Merrill Library and Learning Resources Program
Utah State University
Logan, Utah 84322
(801)752-4100 ext. 7954

Film Library
The General Libraries
The University of Texas at Austin
Drawer W, University Station
Austin, Texas 78712
(512)471-3573

Continuing Library Education Network and Exchange (CLENE)
620 Madison Avenue, N.E.
Washington, D.C. 20064
(202)635-5825

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FILMS, FILMSTRIPS, FILMLOOPS, TRANSPARENCIES AND SLIDES

Adelstein, P.Z.; Graham, C.L.; and West, L.E., "Preservation of Motion-Picture Color Films Having Permanent Value." Journal of the Society of Motion Picture and Television Engineers (November 1970).

Based on extensive research and studies. This article includes charts and diagrams, a summary of recommendations and explanations of storage methods. Not intended for those interested in normal commercial storage but may have limited application.

Bradley, J.G. "Film Vaults: Construction and Use." Journal of the Society of Motion Picture Engineers 53 (1949): 193-206.

Bradley, J.G. "Motion Pictures as Government Archives." Journal of the Society of Motion Picture Engineers 26 (1936): 653.

Calhoun, J.M. "The Physical Properties and Dimensional Behavior of Motion Picture Film." Journal of the Society of Motion Picture Engineers 43 (1944): 227-66.

Calhoun, J.M. "Preservation of Motion-Picture Film." American Archivist 30 (July 1967): 517-25.

An extensive study of the intrinsic and extrinsic factors in the preservation of motion picture film. A bibliography is included.

"Care and Handling of Television Film." Videofilm Notes. Rochester, N.Y.: Eastman Kodak Co., 1976.

Care of Your Processed Kodak Movie Films. Rochester, N.Y.: Eastman Kodak Co., 1975.

Detailed information on film cleaning techniques and splicing. General suggestion for promotion of long film life. Also includes information about relative humidity and temperature, light, dirt and dust.

Carver, E.K.; Talbot, R.H.; and Loomis, H.A. "Film Distortions and Their Effect Upon Projection Quality." Journal of the Society of Motion Picture Engineers 41 (1943): 88-93.

Cobb, A.L. "Burning Characteristics of 'Safety' Film." Quarterly of the National Fire Protection Association 50 (1956): 135-8.

Decker, F.W. "Care of Motion Picture Film." American Archivist 25 (July 1962): 357-9.

Briefly discusses the physical properties of film base and emulsions and then lists some of the causes of damage.

Ellsworth, S. Handbook of Motion Picture Film Care. Lake Bluff, Ill.: Kinetronics Corp., 1978.

Film damage chart includes types of damage, causes, corrective and preventive measures. Also includes sections on film maintenance, film repair, splicing and a short bibliography.

"Film Cleaner." American Archivist 38 (October 1975): 579.

A report on 3M's film cleaners that combine static elimination with a cleaning fabric.

Film Preservation. n.p.: International Federation of Film Archivists, 1965.

General Accounting Office. Valuable Government-Owned Motion Picture Films are Rapidly Deteriorating. Washington, D.C.: U.S. Government Printing Office, 1978.

A summary is given of film maintenance programs utilized by federal film libraries.

Grove, P.S., ed. Non-Print Media in Academic Libraries. Chicago: American Library Association, 1975.

Limited information is given concerning care and storage. Common sense procedures are discussed for inspection of film.

Handling and Storage of Kodak and Eastman Motion Picture Films. Rochester, N.Y.: Eastman Kodak Co., 1975.

This pamphlet gives concise details of the causes of film damage and the proper storage procedures to minimize deterioration. The wealth of information includes storage of motion picture film in raw stock and processed condition.

Handling, Repair and Storage of 16mm Films. Rochester, N.Y.: Eastman Kodak Co., 1965.

Basically covers some of the factors important in the care, handling and storage of 16mm film.

Handling, Repair and Storage of 16mm Motion Picture Films. Skokie, Ill.: Research Technology, Inc., 1976.

This pamphlet concisely describes the common causes of film damage and gives specific recommendations on inspection, reels and containers, splicing and optimum storage conditions for active collections.

Harrison, H.P. Film Library Techniques. London: Focal Press, 1973.

Chapter 9 discusses in depth storage and preservation of film and magnetic tapes.

Irvine, B.J. Slide Libraries: A Guide for Academic Institutions and Museums. Littleton, Colo.: Libraries Unlimited, Inc., 1974.

A limited discussion of the factors of storage and preservation excluding the physical properties. Specifics on relative humidity and temperature are given. A bibliography is included.

James, A.F. "Storage Hints for Student Filmmakers." Audio-visual Instruction 22 (November 1977): 34-5.

Tips for temporary, portable storage and handling of various lengths of 8mm film prior to editing are presented in this article.

Kach, D. "Photographic Dilemma - Stability and Storage of Color Materials." Industrial Photography (August 1978): 78-9+.

This article discusses in depth some aspects of photo preservation. General statements of interest are given, some refuting claims by other authors.

Karr, L.F. "Film Preservation: Why Nitrate Won't Wait." I.A.T.S.E. Official Bulletin (Summer 1972).

Primarily deals with the activities of the American Film Institute (AFI) and their efforts to preserve nitrate film. Nitrate film preservation is a special case but some storage suggestions are applicable to other film types.

Kolb, F.J., Jr., and Weigel, E.M. "Lubrication of Motion Picture Film." Journal of the Society of Motion Picture and Television Engineers 74 (1965): 297-307.

Lopez, S. "Film: An Archival Problem." PNLA Quarterly 34 (April 1970): 15-20.

Based on a literature search, Lopez presents storage and handling techniques for nitrate and acetate film.

Lubricating Your Processed Movies for Smooth Projection. Rochester, N.Y.: Eastman Kodak Co.

McDonald, G.D. Educational Motion Pictures and Libraries. Chicago: American Library Association, 1942.

General discussion of proper storage techniques for films including recommendation of use of air conditioning units to control relative humidity and temperature.

Manilla, J. "Film Storage: Keeping Your Stock Calm, Cool and Collected." Industrial Photography (January 1978): 34+.

Discusses the storage vaults of Fort Lee, N.J., managed by Jim Stone for Bonded Services, Division of Novo Communications. Specific storage recommendations for film and magnetic tapes are presented.

Manilla, J. "The Good Old Days of Nitrate Film Stock." Industrial Photography (November 1977): 39-42.

Describes the dangers of nitrate film.

Maxwell, B.B. "Slides and Photographs." Art Journal 31 (Spring 1972): 320-1.

The author briefly summarizes the topics discussed in the Slides and Photographs sessions of the 1972

annual meeting of the College Art Association. Storage procedures are mentioned as important and a specific archival temperature is recommended.

Nelson, C.W. "Archival Preservation." Drexel Library Quarterly 11 (January 1975): 87-96.

Deals with some of the aspects important in the care of archival material. Gives some specifics. Also includes general admonitions regarding cleanliness, smoking and eating, insect control, acid-free folders and special problems such as nitrate films.

Pacey, P., ed. Art Library Manual: A Guide to Resources and Practices. New York: Bowker, 1977.

Whole chapters are devoted to different aspects (such as "Selection and Acquisition," and "Conservation") of the following formats: microforms, sound recordings, video and films, slides and filmstrips, photographs, and works of art.

"Plastic 16mm Film Reels and Cans." EPIEgram: Equipment 6 (January 1978): 4.

Prevention and Removal of Fungus on Prints and Films. Rochester, N.Y.: Eastman Kodak Co., 1961.

Describes the various methods of prevention and treatment of fungus growth.

Rehrauer, G. The Film User's Handbook; A Basic Manual for Managing Library Film Services. New York: Bowker, 1975.

An overview of film services is given. Recommendations for film handling as well as basic maintenance and storage procedures are stated.

Riecks, D.F. "Life Span of Film Collections Can Be Extended With Care." Library News Bulletin 35 (October 1968): 271-3.

Reinhardt, P.A. "Photograph and Slide Collection in Art Libraries." Special Libraries 50 (March 1959): 97-102.

One or two sentences briefly describe methods of preservation and storage. Deals only with the physical aspects.

"Risk One Takes in Mailing Films." EPIEgram: Materials 6.

Robinson, J.D. "Optical Particle Detector for Evaluating Film Quality." Journal of Chemical Education 45 (March 1968): 205.

A brief description of the "optical particle detector" which is used to evaluate imperfections in film.

Rothschild, N. "Cleaning and Protecting Slides." Popular Photography 76 (March 1975): 16.

Various slide cleaning liquids and procedures are recommended for protecting the emulsion. Rothschild recommends vacuumating. The addresses of various suppliers are also given.

Sargent, R.N. Preserving the Moving Image. New York: National Endowment for the Arts, 1974.

Documented research on the preservation of film formats and videotape. Detailed specifications are stated for proper environmental conditions and handling procedures.

Schuller, N. "Slide Collections." Texas Library Journal 47 (September 1971): 208-11+.

The primary considerations in the care of slides are discussed in terms of binding, storage, use and circulation.

Scribner, B.W. Summary Report of Research at the National Bureau of Standards on the Stability and Preservation of Records on Photographic Film. Washington, D.C.: National Bureau of Standards, 1939.

An investigative report dealing with the proper storage and preservation methods established by the National Bureau of Standards.

Selection and Use of Kodak and Eastman Motion Picture Films. Rochester, N.Y.: Eastman Kodak Co., 1976.

Explains relative humidity and gives recommendations for temperature and other factors for protection of raw stock film. Recommendations for processed film storage and cleaning, and lubrication techniques are also specified.

Siegal, D.E. "Bibliography on Slides." Catholic Library World 48 (May 1977): 448-50.

Various slide cleaning liquids and procedures are recommended for protecting the emulsion.

Smidt, D.C. "On Slide Binding." ARLIS/NA Newsletter 1 (Summer 1973): 16.

Smith, N.N. "Film Care." Bookmark 27 (March 1968): 231-2.

A general discussion of methods used for total film care. Includes specific information on the inspection, conditioning and rejuvenation of film.

Specifications for Film for Archival Records, Silver-Gelatin Type, on Cellulose Ester Base. PH1.28-1976. New York: American National Standards Institute, 1976.

The standard specifically applies to microfilm, roll film and sheet film intended for archival records, color films excluded. It examines the requirements for processed film, emulsion and backing layer, and image stability. Test methods are presented in detail.

Specifications for Photographic Film for Archival Records, Silver-Gelatin Type, on Polyester Base. PH1.41-1976. New York: American National Standards Institute, 1976.

These recommendations apply to motion picture film, microfilm, roll film and sheet film on a polyester base intended for archival records. It examines the requirements for processed emulsion, backing layer and image stability and provides test methods.

Storage and Care of Kodak Color Film. Rochester, N.Y.: Eastman Kodak Co., 1976.

A detailed description of relative humidity and temperature recommendations, warm-up times, cleaning procedures, and harmful pollutants. Methods for the treatment of water damaged film are included.

Storage and Care of Kodak Film in Rolls. Rochester, N.Y.: Eastman Kodak Co., 1975.

A comprehensive explanation of the proper storage and care techniques of photographic products including roll film.

Wagner, R. "Motion Picture Restoration." American Archivist 32 (1969): 125-34+.

Devoted to the efforts to preserve nitrate films. The stages of decomposition are explained. Specific recommendations for relative humidity and temperature are included.

Wagner, R. "Preservation and Restoration of Photographic Materials Through Nuclear and Ultra-Sonic Methods." Illinois Library 53 (January 1971): 10-7.

Primarily a discussion of cleaning 16mm, 8mm, 35mm film and other formats. Summarizes optimum care techniques, but does not give specifics.

Wells, J.A. "Conservation of Motion Pictures, Microfilms and Photographs." Library Association of Australia (1971): 401-6.

Basically concerned with preserving materials. Wells calls for more research since a complete understanding of the problems has not been achieved. Makes some interim recommendations to store formats at lower temperatures and relative humidities.

Wiest, D. "Film, The Durable Medium." Special Libraries 62 (November 1971): 475-80.

An in depth discussion of many of the aspects affecting film permanence with specific recommendations for storage methods. A bibliography is included.

Wyllie, D. "Slides and Filmstrips: Handling and Storage." Aslib Audio-Visual Group, Audio-Visual Workshop. May 7-8, 1970. London: Aslib, 1971.

Storage containers for slides and filmstrips are discussed with emphasis on polyethylene sheets. Inspection after each use is recommended.

MAGNETIC TAPE (AUDIO, VIDEO AND COMPUTER)

Andreiesson, I. "All About Chromium Dioxide Tape." Radio-Electronics 43 (October 1972): 36-8.

Armes, G. "Videotape: Rules for Proper Storage." Educational Broadcasting 4 (June 1971): 21-2.

Barnett, D. "The Preservation of Disc and Tape Recordings." Library Association of Australia (August 1969): 419-22.

A set of practical directions for the use and preservation of disc and tape recordings is given.

Bensinger, C. Petersen's Guide to Video Tape Recording. Los Angeles, Calif.: Peterson Publishing Co., 1973.

Gives specific instructions in the care of video tape but only a general statement about temperature and relative humidity.

Borwick, J., ed. Sound Recording Practice: A Handbook. New York: Oxford University Press, 1976.

Calder, J. "How to Take Care of Records, Tapes and Cassettes." Mechanix Illustrated 70 (July 1974): 38-40.

Presents step-by-step method for cleaning records and recommends use of anti-static cloth or spray to minimize static charge. Discusses tape care.

Colorado University. Guidelines for Audio Tape Libraries. Boulder, Colo.: 1971.

An outline is given on basic storage and care of audio tapes.

Cross, A.J.F. and Cypher, I.F. "Radio and Recordings." Audio-Visual Education (1961): 262-3.

Short sections on care and storage aspects of discs and tapes. General statements without specifics (such as temperature recommendations) are given.

Dodson, C.H. "Magnetic Tape: Handle with Care." Popular Electronics 32 (February 1970): 85-7+

Discusses the composition of magnetic tapes and recommends general handling and storage methods for optimum tape performance.

Efrein, J.L. Video Tape Production and Communication Techniques. Blue Ridge Summit, Pa.: Tab Books, 1975.

Lists the procedures prepared by Ampex Corp. for tape handling. It provides specific instructions and some explanations.

Fantel, H. Durable Pleasures: A Practical Guide to Better Tape Recording. New York: Dutton, 1976.

A short discussion of the author's methods for cleaning records.

Friedman, H. "Sound is Only Skin-Deep." Popular Photography 67 (November 1970): 64.

A brief description of basic procedures for the care of phonorecords and audio tapes.

Hall, D. "Phonorecord Preservation, Notes of a Pragmatist." Special Libraries 62 (September 1971): 357-62.

Defines preservation in terms of optimum conditions of storage, handling, and use. Recommends the desirability of a reproduction as a substitute for general use. Gives detailed information and recommendations for storage.

Keillor, L. "Tape Trends." Sound Recordings Group Newsletter (Library Association) 5 (1972): 3-5.

Krehbiel, T. "How to Reduce Record Wear." Buffalo Evening News, March [illegible].

The "World of Stereo" column recommends the use of Sound Guard (a product of Ball Corporation), a dry lubricating film that bonds to vinyl and reduces friction. Also gives tape care tips and recommends the removing of recording tabs.

LeClarcq, A. "The Video Industry: Equipment, Software and and Library Applications." Library Technology Reports 12 (March 1976): 217-43.

Madison, E. The Manufacture and Proper Usage of Video Tape. Sunnyvale, Calif.: Karex Technical Information Monograph, 1973.

Prepared by a magnetic tape manufacturer. Provides technical information on the manufacturing and care of video tape.

Magnetic Recording Tape. Springfield, Va: National Technical Information Service, 1967.

Mandl, M. "Getting the Most from Your Tape Cassettes." Radio Electronic 42 (July 1971): 51-3.

Mohrlandt, V.A. "Tips on Tape Storage." Broadcast Engineering (July 1961).

Nelson, H. "Protection and Storage of EDP Tapes." Records Management Journal 4 (1966): 15-17.

Based on manufacturers information that magnetic data processing tapes can commonly withstand limited exposure to temperatures up to 150°F and relative humidity of 85%. Recommendations for storage within these guidelines are given.

Pickett, A.G. and Lemcoe, M.M. Preservation and Storage of Sound Recordings. Washington, D.C.: Library of Congress, 1959.

An exhaustive study describing the factors relating to the handling and storage of sound recordings. Included are separate studies with recommendations for storage of phonorecords and magnetic tapes. Contains reports of research with accompanying charts and diagrams.

Recording Basics. Minneapolis: Magnetic Products Division 3M Co., n.d.

A section of this booklet is devoted to maintenance. Describes temperature, relative humidity, magnetic fields, cleanliness, handling, tension, and shelving aspects of tape care.

Reiser, J. "Getting It Down On Tape." MB Newsletter (Museum of Broadcasting) 2 (Winter 1978).

Describes less emphasized aspects of storage of magnetic tape, including magnetic fields, electrical wiring hazards, and fire safety.

Robinson, J.F., and Beards, P.H. Using Videotape. New York: Hastings House, 1976.

A basic handbook on the effective utilization of videotape. A section is devoted to tape care.

Saddington, G.H., and Cooper, E. Audiocassettes as Library Materials: An Introduction. London: Flaistow Press, 1976.

Provides an example of an established care policy for cassettes.

Schweizer, H.E. Preservation of Sound. Minneapolis: Schweizer Design of America, Inc., 1970.

A guidebook for the proper care, maintenance and storage of records and audio tapes.

Stanley, C.B. How Environment Affects Magnetic Recording Tape. Redwood City, Ca: Ampex Corp., n.d.

Stark, C. "Tape Storage." Stereo Review 29 (August 1972): 106.

Strange, A. "Tape Piece." The Composer 2 (1970): 12-16.

A brief approach to the selection, storage and care of audio tapes. Stresses controlled environments of temperature and relative humidity, and refers to the use of proper storage tins.

"Tips on Care and Handling for Audio Tape Users." Consumer Research Magazine 61 (April 1978): 35-6.

Tremaine, H.M. The Audio Cyclopedia. New York: The Bobbs-Merrill Co., 1959.

Videofilm Notes: Care and Handling of Television Film. Rochester, N.Y.: Eastman Kodak Co., 1976.

Designed to give practical film handling methods for television stations. The report covers reel problems, preventing film damages, static charge problems, and the importance of maintaining clean room conditions. Film cleaning and lubrication methods are discussed including equipment. The causes and types of film damage are explained.

White, G. "The Care and Handling of Video Tape." A-V Communication (May 1973): 16-17.

The article discusses in depth the importance of atmospheric cleanliness, the damage caused by cinching, the importance of proper handling of tape and the conditions of storage.

White, G. Video Recording. London: Butterworth, 1972.

The care and handling of video tape is discussed in general terms within Chapter 13.

"Your Investment in Magnetic Tape." Administrative Management 29 (December 1968): 34.

Helpful suggestions are given for the proper storage and care of magnetic tapes. For further information on the subject, addresses are supplied.

MAPS

Allen, F.S. "Maps in the Library." Illinois Libraries 23 (1941): 3-5+.

An outdated discussion of map storage problems.

Alonso, P.A.G. "Map Collections in Public Libraries (in Victoria, Australia): Starting, Building, Maintaining Them." Western Association of Map Libraries Information Bulletin 8 (November 1976): 74-82.

This article includes a table with author's ratings of "Map Storage Methods and Media" which offers at a glance various storage equipment factors. Also includes a list of "don'ts" regarding proper storage.

Alonso, P.A.G. "Map Storage and Conservation." National Library of Australia (1973): 9-12.

Discusses salient points of modern map conservation and storage facilities available in Australia. The proper cleaning, repair and packaging of maps is outlined.

Barrow, W.J. "Archival File Folders." American Archivist 28 (January 1965): 125-8.

Discusses acceptable pH values for archival file folders.

Barrow, W.J. "Deacidification and Lamination of Deteriorated Documents, 1938-1963." American Archivist 28 (April 1965): 285-90.

A history of laminates is summarized. Test data and examinations of early films and laminates are discussed. Stresses the necessity for eliminating the presence of acidity from all components of the laminate.

Bartlett, J. and Marshall, D. "Maps in the Small Historical Society: Care and Cataloging." History News 34 (January 1979): [1-11].

Specifications are given for map cases and folders. The Anglo-American cataloging rules are described for map retrieval.

Boak, R.I. "Restoration and Preservation of Maps." Special Libraries Association Geography and Map Division Bulletin 8 (September 1970): 21-3.

Deals with the chemical and mechanical damage of maps. Proper repair procedures are discussed.

Boswell, R.V. "Collections for the History of Cartography." Western Association of Map Libraries Information Bulletin 7 (March 1976): 41.

Brown, L.A. "The Problems of Maps." Library Trends 13 (October 1964): 215-225.

A history of map collecting is outlined. The storage of sheet maps is briefly mentioned.

Capps, M.T. "Preservation and Maintenance of Maps." Drexel Library Quarterly 9 (October 1973): 61-70.

Discusses chemical, temperature, moisture, light and mechanical damage in handling of maps. A bibliography is included.

Capps, M.T. "Preservation of Maps." Special Libraries 63 (October 1972): 457-62.

Based on George D. M. Cunha's Conservation of (Library Materials). Capps discusses the harmful aspects of the following: people, air, light, heat, moisture, insects, rodents, fungi and acid.

Collier, J.E. "Storing Map Collections." Professional Geographer 12 (July 1960): 31-2.

Drazinowsky, R., comp. Map Librarianship: Readings. Metuchen, N.J.: Scarecrow Press, 1975.

Easton, W.W. "Repair and Preservation of Map Materials." Special Libraries 61 (April 1970): 199-200.

These recommendations run counter to most of the standard recommendations. Suggestions include ironing map creases, using scotch tape for repair, folding of maps to fit in drawers.

Ehrenberg, R. "Reproducing Maps in Libraries and Archives: The Custodian's Point-of-View." Special Libraries 64 (January 1973): 18+.

The author reviews three problems in map reproduction: photographic reproduction, map accessibility and map handling. Improved map handling is emphasized and specific advice is given.

Galender, M. "Equipment for Map Libraries." Special Libraries 61 (July-August 1970): 271-4.

This article treats the physical space, set up and equipment involved in map storage and offers general statements in support of acid-free file folders and horizontal storage cases.

Geography and Map Division. Recent Practices in Map Libraries. New York: Special Libraries Association, 1971.

Hill, J.D. "Map and Atlas Cases." Library Trends 13 (April 1965): 481-7.

Hoehn, R.P. "The Bancroft Library Map Collection." Western Association of Map Libraries Information Bulletin 8 (November 1976): 37-43.

Provides an overview of the map collection development of the Bancroft Library at the University of California at Berkeley. A brief discussion of their map storage procedures is given.

Hummel, R.O. and Barrow, W.J. "Lamination and Other Methods of Restoration." Library Trends 4 (January 1956): 259-68.

An overview of restoration methods used for preserving paper materials. The pros and cons of the various processes are detailed.

Josephson, A.G.S. "The Care of Maps at the John Crerar Library." American Library Association Bulletin 16 (1922): 263.

Larsgaard, M. Map Librarianship. Littleton, Colo.: Libraries Unlimited, Inc., 1978.

An in-depth study of the art of map librarianship. Chapter Four is devoted to the care, storage and repair of maps.

LeGear, C. Maps: Their Care, Repair and Preservation in Libraries. Washington, D.C.: Library of Congress, 1956.

All aspects of map care, storage and preservation are discussed. Clara E. LeGear has much knowledge and experience in map librarianship and the methods of proper handling that are mentioned in the book are generally accepted practices of the National Archives as well.

Marantz, S. "Maps in the Library." School Libraries 16 (Winter 1967): 25-8.

Basic recommendations are given for map handling and storage.

Mittra, D.K. "Maps in Libraries; Their Storage and Preservation." Herald of Library Science 7 (1968): 27-32.

Limited discussion of temperature and relative humidity factors. Supports common recommendations for the storage and care of maps.

Mittra, D.K. "More About Processing of Maps." Library Heritage 10 (January 1969): 268-75.

Nichols, H. Map Librarianship. Clive Bingley, Conn.: Linnet Books, 1976.

The proper handling, storage and care of maps is discussed as a means to reduce or eliminate deterioration.

Sauer, S.A. "University Map Collections in Ontario: New Trends and Developments." Geographic Map Division Bulletin 90 (December 1972): 20-4.

Smith, R.D. "Maps: Their Deterioration and Preservation." Special Libraries 63 (February 1972): 59-68.

Detailed discussion of the effects of storage conditions on maps and books including a table of "Expected Life Factors for Paper at Various Relative Humidities and Temperatures." Also discusses deacidification treatments and folding endurance of maps.

Stevens, S.D. "Maps in the Local History Collection." Western Association of Map Libraries Information Bulletin 3 (June 1972): 17-28.

Thatcher, E.P. "Resume and Bibliography From: Map Preservation (Panel 1, Spring 1970 Meeting of the Western Association of Map Libraries)." Western Association of Map Libraries Information Bulletin 1 (June 1970): 22-5.

Part I summarizes the author's conference presentation; supplemented with a bibliography in Part II.

MICROFORMS (FILM, FICHE AND ULTRAFICHE)

Adelstein, P.Z., and McCrea, J.L. "Dark Image Stability of Diazo Films." Journal of Micrographics 11 (September 1977): 5-12.

Adelstein, P.Z., and McCrea, J.L. "Permanence of Processed Ester Polyester Base Photographic Films." Photographic Science and Engineering 9 (1965): 305-13.

This study, supported by test measures, concerns the chemical stability of Estar polyethylene terephthalate. It reveals that it compares favorably with cellulose triacetate.

Avedon, D.M. "Microfilm Permanence and Archival Quality Standards." Special Libraries 63 (December 1972): 586-8.

Discusses briefly the recommended limits of relative humidity and temperature for storage of microfilm. A bibliography is included.

Bahr, A.H. "Maintenance and Processing of Microforms." Microforms: The Librarians' View, 1978-79. n.p.: Knowledge Industry, 1978.

Banks, P.N. "Environmental Standards for Storage of Books and Manuscripts." Library Journal 99 (1 February 1974): 339-43.

Has a short section on storage of microfilm. Gives relative humidity and temperature recommendations.

Bonn, T.L. "Microfilm Restoration Project." Cornell University Library Bulletin 181 (January 1973): 8-10.

A study which suggests recommendations for microfilm storage.

Clayton, N.W., and Fudge, G.H. "Chemical Dehumidification Protects Microfilm Records Stored in Mountain Vaults." Heating, Piping and Air Conditioning 38 (1966): 127-9.

Reaffirms previous recommendations of ideal storage conditions: 57°F and approximately 50% relative humidity; and suggests a system of chemical dehumidification with a solution of lithium chloride.

Darling, P.W. "Microforms in Libraries: Preservation and Storage." Microform Review 5 (April 1976): 93-100.

Discusses use of microform to store and preserve information recorded on paper and the proper methods for microform storage and preservation based on the American National Standards Institute and Eastman Kodak.

Diaz, A.J., ed. Microforms in Libraries: A Reader. Weston, Connecticut: Microform Review Inc., 1975.

General discussion of preservation methods regarding fire, temperature, humidity and water with a specific chart. A bibliography is included.

Doebler, P. "Coping with Microforms in Libraries." Publishers Weekly 208 (10 November 1975): 30.

A philosophical discussion of the problems libraries must face when dealing with microfilms: production, preservation and storage, equipment, bibliographic control and reading facilities. The article summarizes a conference's sessions.

Dranov, P. Microfilm: The Librarians' View, 1976-77. White Plains, N.Y.: Knowledge Industry Publication, 1976.

General discussion of preservation methods regarding fire, temperature, humidity and water with charts and a bibliography.

Erbes, R.G. "Developing a Basic Collection of Library Microfilms, Microfiche, Micro-Opaque, and Filmstrips." American School Board Journal 153 (December 1966): 29-31.

Foster D. Snell, Inc., "Microfilm Rejuvenation: An Evaluation of Three Treatment Services." Library Technology Reports 2 (September 1973): 1-8.

A summary of rejuvenation techniques for damaged and scratched microfilms.

Gaddy, D. A Microform Handbook. Silver Spring, Md.: National Microfilm Association, 1974.

Haverling, S. "Technical Aspects of the Preservation of Archival (Security) Microfilm." UNESCO Bulletin for Libraries 29 (March-April 1975): 68-74.

Reports experimentation concerning the relationship of storage factors and effects on microfilm. Included are the recommendations for storage.

Henn, R.W. and Wiest, D.G. "Properties of Gold-treated Microfilm Images." Photographic Science and Engineering 10 (1966): 15-22.

Recommendations are given for the treatment of microfilm with a gold-protective solution which imparts to it high resistance to oxidizing atmospheres and accelerated aging.

Holmes, D. Determination of Environmental Conditions Required in a Library for the Effective Utilization of Microforms. Washington, D.C.: Association of Research Libraries, 1970.

Klein, H. "Microfilm Resuscitation: A Case Study." Journal of Micrographics 9 (July-August 1976): 229-303.

Knight, N.H. "The Cleaning of Microforms." Library Technology Reports 14 (May/June 1978): 217-40.

This article reports on the results of questionnaires developed by Library Technology Reports on the cleaning of microforms. It presents specific cleaning, inspection and optimum storage techniques.

Kurtilla, K.R. "Dry Silver Film Stability." Journal of of Micrographics 10 (January 1977): 113-17.

Lawani, S.M. "Storage and Preservation of Microfilm under Tropical Conditions." Libri 18 (1968): 182-90.

The paper is based on data compiled from approximately twelve years of recordings on a tropical island (Barro Colorado). Also, details recommendations issued by the International Organization for Standardization and the United States of America Standards Institute.

McCamy, C.S. Summary of Current Research on Archival Microfilm. Washington, D.C.: U.S. Government Printing Office, 1965.

Much of this report deals with the damage caused by processing and the effects of various contaminants. Article briefly discusses temperature and relative humidity recommendations. A bibliography is included.

McCamy, C.S., and Pope, C.I. Cause and Prevention of Microfilm Blemishes. Washington, D.C.: U.S. Government Printing Office, 1970.

McCamy, C.S., and Pope, C.I. "Current Research on Preservation of Archival Records on Silver Gelatin-type Microfilm in Roll Form." Journal of Research 69A (1965): 385-95.

A progress report based on research and studies in the field of aging blemishes on microfilm. An extensive bibliography is included.

"Microfilm Deterioration Traced to Paper Boxes." Library Journal 95 (15 May 1970): 796.

Based on study by McCamy and Pope of NBSI. Treats some of the aspects important in microfilm preservation briefly, but does give specific recommendations.

"Microfilm in an Uncertain World." Records Management Quarterly 1 (1967).

"Microfilm Preservation." Chemistry 39 (September 1966): 28-9.

A brief discussion of blemish prevention for microfilms.

"Microform Storage Cabinets: A Survey." Library Technology Reports (March 1972): 1-26.

Important storage elements affecting preservation of microfilms (ANSI PH5.4-1970): relative humidity, temeprature, cycling of R.H. and temperature, fire, water, fungus hazards and contact with chemicals and dust and grit.

Noll, D.F. "Maintenance of Microfilm Files." American Archivist 13 (1950): 129-34.

Problems of selecting adequate facilities and equipment for film storage is discussed along with maintaining proper atmospheric conditions. Periodic inspection is recommended for detection of physical or chemical changes in film.

Poole, F.G. "Preservation Costs and Standards." Special Libraries 59 (October 1968): 614-9.

This article presents specific recommendations on microform standards and storage conditions for inactive and active collections.

Practice for Storage of Processed Safety Photographic Film. PH1.43-1975. New York: American National Standards Institute, 1975.

Focuses on the care and preservation of processed photographic film records and industrial still pictorial, aerial, portrait, x-ray, and motion picture films, microfilms and industrial films. Conditions are discussed for short term and archival storage. Recommendations are given for proper film enclosure materials, containers, atmospheric conditions, fire protection and inspection of stored film.

Saffady, W. Micrographics. Littleton, Colo.: Libraries Unlimited, 1978.

A brief discussion of available storage containers is presented.

Schuller, A.J. "Storing Microforms." Wisconsin Library Bulletin 68 (September 1972): 302+.

A summation of a talk given at the Microfilm Seminar held at the University of Wisconsin, April 1972. Mr. Schuller is President of the M & S Microfilm Service, Inc. of Milwaukee. A brief summary of storage and care methods is given.

Storage and Preservation of Microfilms. Rochester, N.Y.: Eastman Kodak Co., 1965.

Contains a definition of terms, a discussion of storage hazards, the effects of high temperature and relative humidity, fungus growths, microscopic blemishes and processing for permanence. A summary of storage requirements is given. A bibliography is included.

Teague, S.J. Microform Librarianship. Boston: Butterworths, 1977.

A brief dsecription of microfilm storage requirements.

Tsang, D.C. The Alternative Press in Microform. Bethesda, Md.: ERIC Document Reproduction Service, ED 143 340, 1977.

U.S. National Archives and Records Service. "Care of Microfilm and Microfilm Readers." American Archivist 37 (April 1974): 314-15.

Information is presented based on the National Archives and Records Service General Information Leaflet No. 24. Includes a brief statement of many aspects of microfilm care with specific recommendations.

Weber, H.H. "The Librarian's View of Microforms." IEEE Transactions on Professional Communication PC-18 (September 1975): 168-73.

Wells, J.A. "Conservation of Motion Pictures, Microfilms and Photographs." Library Association of Australia (1971): 401-6.

Basically concerned with preserving materials. Wells calls for more research since a complete understanding of the problems has not been achieved. Makes some interim recommendations to store formats at lower temperatures and relative humidities.

ORIGINAL PAINTINGS/PRINTS AND NON-ORIGINAL PRINTS

Archer, H. "Display and Exhibit Cases." Library Trends 13 (1965): 474-80.

Recommendations are given for exhibit cases. Suggests methods of proper display. Warns of environmental hazards.

Brommelle, N., and Smith, P. Conservation and Restoration of Pictorial Art. Boston: Butterworth, 1976.

A collection of articles, each examining an aspect of conservation or dealing with a particular medium.

Buck, R.D. "Conservation and Mounting of Drawings." ICOM News 2 (1949): 5-6.

Clarke, C.D. Pictures, Their Preservation and Restoration Butler, Md.: Standard Arts Press, 1959.

The main body of the book is devoted to the proper cleaning and handling of oil paintings. However, chapter twelve is totally concerned with the preservation and restoration of old photographs.

Cleaver, J. "Prints and Posters." ARLIS Newsletter (Art Libraries Society) 19 (June 1974): 25-9.

"Conserving Works of Art." Country Life 151 (2March 1972): 488.

Davis, R.A. "Care of Original Prints and Drawings in the Public Library." Ohio Library Association Bulletin 34 (October 1964): 8-9.

Suggests a standard method for print and drawing care which will give maximum protection to the material and yet be within the means of the smallest library budget. Describes a simple method of matting prints and drawings.

Dolloff, F.W., and Perkinson, R.L. How to Care for Works of Art on Paper. Boston: Museum of Fine Arts, 1971.

Includes specific recommendations for handling and the environment necessary to prolong the life of art work on paper or in books.

Fall, F.K. Art Objects: Their Care and Preservation: A Handbook for Museums and Collectors. LaJolla, Calif.: McGilvery, 1973.

Extensive treatment of the factors that affect art objects and recommendations for their handling. A bibliography is included.

Foster, D. Prints in the Public Library. Metuchen, N.J.: Scarecrow Press, Inc., 1973.

The conservation of prints is discussed in chapter eleven with emphasis on storage, environmental considerations, repair and restoration.

Glaser, M.T. Framing and Preservation of Works of Art on Paper. New York: Sotheby Parke Bernet Inc., n.d.

Specifications are given for the proper mounting and matting of art as well as acceptable variations. Recommends plexiglass for protection from ultraviolet rays. Optimal environmental conditions are listed.

Hoffberg, J.A. "Ephemera in the Art Collection." Library Trends 23 (January 1975): 483-93.

Some basic preservation practices which librarians can apply at a nominal cost are discussed.

Hoffberg, J.A. "To Preserve and to Protect: A Call to Action." Special Libraries Association, Picture Division Picturescope 19 (Summer 1971): 84-90.

An overview of preservation policies which should be employed by art libraries.

Hours, M. Conservation and Scientific Analysis of Painting. New York: Van Nostrand Reinhold Co., 1976.

A comprehensive discussion of the climatic pollution, and lighting conditions required for the preservation of paintings. A bibliography is included.

Keck, C.K. How to Take Care of Your Pictures. New York: Museum of Modern Art and Brooklyn Museum, 1954.

A primer for the proper cleaning of paintings.

Keck, C.K. A Primer on Museum Security. Cooperstown, N.Y.: N.Y. State Historical Association, 1966.

Has the best explanation of relative humidity and its effects. Humidity and temperature problems are considered for wood, canvas paintings and other materials. Also pollution and climate hazards are examined.

Kelley, F. Art Restoration: A Guide to the Care and Preservation of Works of Art. New York: McGraw Hill, 1972.

A brief practical guide to the preservation and restoration of art objects. Chapter 1 is of most value.

King, A. "Conservation of Drawing and Prints." Special Libraries 63 (March 1972): 116-120.

Deals with restoration techniques such as bleaching, stain removal, framing, mending. However, warns of the effect of high or low relative humidities.

Lewis, R.H. Manual for Museums. Bethesda, Md.: ERIC Document Reproduction Service, ED 137 141, 1976.

Section one, chapter four deals with caring for a collection. The material covered includes humidity and climate, temperature, light, dust, insects, rodents, fire and humans as agents of deterioration. A bibliography is included.

Miers, H.A. and Markham, S.F. Conservation of Prints, Drawings and Manuscripts. Oxford: Oxford University Press, 1937.

Mills, J.F. "Climatology for Museums and Private Collections." Connoisseur 167 (January 1968): 22-4.

Climatological destructive factors, such as light, humidity, temperature, air pollution and dust accompanied by some examples and solutions are presented.

Mills, J.F. Picture Cleaning and Restoration. London: Windsor & Newton, 1966.

Pacey, P., ed. Art Library Manual: A Guide to Resources and Practice. New York: Bowker, 1977.

Whole chapters are devoted to different aspects (such as "Selection and Acquisition," and "Conservation"), of the following formats: microforms, sound recordings, video and films, slides and filmstrips, photographs and works of art.

Perry, T., ed. Performing Arts Resources. Vol. 1. New York: New York Drama Book Specialists, 1975.

Plenderleith, H.J., and Werner, A.E.A. The Conservation of Antiquities and Works of Art. 2nd ed. London: Oxford University Press, 1971.

Instructions are given for the cleaning and preservation of art objects.

Reed, J.M., comp. Art in the Home; How to Care for Your Valued Possessions. St. Petersburg, Fla.: The Stuart Society for the Museum of Fine Arts, 1968.

Non-technical, detailed, useful information on cleaning art objects which may be applied by anyone.

Ruhemann, H. The Cleaning of Paintings. New York: Praeger, 1968.

Highly technical cleaning processes for the restoration of oil paintings are presented.

Shapiro, C. and Mason, L. Fine Prints: Collecting, Buying and Selling. New York: Harper & Row, 1976.

The conservation and restoration of prints as well as storage equipment is discussed in detail in chapter five.

Stolow, N. Progress in Conservation. Ottawa: National Gallery of Canada, 1972.

Presents the concept of total conservation of an object and control of its environment.

Stout, G.L. The Care of Pictures. New York: Dover Publications, 1975.

The housing, handling and moving of pictures is discussed in detail in chapter six.

Zigrosser, C., and Gaehde, C.M. Guide to the Collecting and Care of Original Prints. New York: Crown, 1965.

Deals with many aspects including handling, matts, storage conditions, pollution, temperature and relative humidity, dust, exposure to light and other problems.

Zukowski, E. "How Not to Clean a Painting." American Artist 30 (April 1966): 8+.

Briefly summarizes cleaning procedures which are detrimental to paintings.

PHONORECORDS

Allison, R.F. High Fidelity Systems: A User's Guide. Cambridge, Mass.: Acoustic Research Inc., 1965.

Anderson, W. "Cleanliness is Next to Noiselessness.: Stereo Review 32 (June 1974): 6.

An explanation of the basic techniques for storage and care of phonorecords.

Babcock, N. "Caring for the Record Collection." North Country Libraries 9 (July 1966): 105-6.

Basic recommendations are given for the housing and circulation of phonorecords.

Barnett, D. "The preservation of Disc and Tape Recordings." Library Association of Australia (August 1969): 419-22.

A set of practical directions for the use and preservation of disc and tape recordings is given.

Berger, I. "Record Care: Tenderness vs. Tenderizing." Popular Mechanics 146 (November 1976): 108-9.

A variety of tools for record cleanliness are described.

Blake, D. "Taking Care of Your Discs." Melody Maker 47 (25 November 1972): 34.

A very brief discussion of the storage and care of phonorecords. Recommends that records be stored vertically in plastic dust-covers and cardboard jackets.

Bradley, C.J., ed. Manual of Music Libarianship. Geneva, N.Y.: W.F. Humphrey Press, 1966.

Basic phonorecord care instructions are discussed. Specifications are given for the proper housing and circulation of phonorecords.

Bradley, C.J., comp. Reader in Music Librarianship. Washington, D.C.: Microcard Editions Books, 1973.

A detailed study of the factors which contribute to record wear is discussed as part of the text.

Bryant, E.T. Music Librarianship: A Practical Guide. London: James Clarke & Co., 1959.

Recommends optimal storage conditions including proper housing and encasements of phonorecords.

Bubbers, J. "What You Can Do to Minimize Record Wear." High Fidelity/Musical America 22 (September 1972): 54-5.

Recommends maintenance of the stylus tip to reduce phonorecord wear.

Calder, J. "How to Take Care of Records, Tapes and Cassettes." Mechanix Illustrated 70 (July 1974): 38-40.

Presents step-by-step method for cleaning records and recommends use of anti-static cloth or spray to minimize static charge. Discusses tape care.

Clifford, M. "Record Care: Past, Present and Future." Music Journal 36 (April 1978): 23-4.

A brief history of record cleaners is given. The pros and cons of the various methods are stated.

Currall, H.F., ed. Phonograph Record Libraries. Hamden, Conn.: Archon Books, 1970.

"Disc Record Preservation." American Archivist 40 (January 1977): 103.

Report on a Ball Corporation product to protect phonorecords. It is new dry-lubricant called "Sound Guard" which is designed to minimize deterioration.

Fantel, H. "Keeping it Clean: Solutions for Record Care." Opera News 41 (2 April 1977): 38-9.

A summary of the cleaning solutions available for phonorecords.

Fantel, H. "Record Care." Hi/Fi Stereo Review 16 (January 1966): 28, (February 1966): 36, (March 1966): 30.

This series discusses the proper cleaning and storage procedures which should be effected to maintain phonorecord collections.

Fantel, H. "Record Hygiene." Opera News 29 (20 February 1965): 35.

Summarizes the proper tehcniques for handling of phonorecords.

Feldman, L. "Hi-Fi Buff Cuts Back Disc Dust." Rolling Stone 205 (January 1976): 58.

Promotes the use of "Sound Guard" as an acceptable anti-static cleaner.

Feldman, L. "Record-Care Breakthrough; Sound Guard Lubricant." Radio-Electronics 47 (March 1976): 41-3+

A report of tests run on phonorecords that were both treated and untreated. Results showed that treated records reduced distortion and wear.

Foreman, L. Systematic Discography. Hamden, Conn.: The Shoe String Press, 1974.

Chapter Two is devoted to "Factors Affecting the Preservation of Recorded Materials." References are limited to 78's. Storage conditions are mentioned peripherally.

Friedman, H. "Sound is Only Skin-Deep." Popular Photography 67 (November 1970): 64+.

A brief description of basic procedures for the care of phonorecords and audio tapes.

"Good Care for Records and Tapes." Good Housekeeping 178 (June 1974): 158.

Basic storage and care methods are outlined as well as some helpful hints for preventive maintenance of equipment.

Graham, C. "Disc Care." Down Beat 40 (20 March 1973): 20.

A summary of various phonorecord cleaning techniques is given.

Hall, David. "Phonorecord Preservation, Notes of a Pragmatist." Special Libraries 62 (September 1971): 357-62.

Defines preservation in terms of optimum conditions of storage, handling and use. Recommends the desirability of a reproduction as a substitute for general use. Gives detailed information and recommendations for storage.

Hodges, R. "Dealing with Dirty Discs." Stereo Review 32 (April 1974): 24.

The cleaning of phonorecords is summarized in four basic rules. The article discusses handling, dust, static electricity and cleaning fluids.

Hodges, R. "Decontamination Squad." Popular Electronics 21 (May 1977): 18+.

General discussion of phonorecord care with a few details.

Hodges, R. "Record Care." Stereo Review 28 (March 1972): 26.

Cites the importance of record cleaning devices.

Isom, W. R. "How to Prevent and Cure Record Warping." High Fidelity Musical America 22 (September 1972): 50-2.

A brief description of appropriate protective methods of storage and handling.

Kanner, W. A. "Audiohm." Crawdaddy 8 (September 1974): 18.

Recommends resisting the temptation to soap and water wash and dry phonorecords. This procedure may leave soap or detergent deposits in the grooves.

Krehbiel, T. "How to Reduce Record Wear." Buffalo Evening News, March 1976.

"World of Stereo" column recommends the use of "Sound Guard" (a product of The Ball Corporation), a dry lubricating film that bonds to vinyl and reduces friction. Also gives tape care tips and recommends the removing of recording tabs.

Kujoth, J. S., ed. Readings in Non-Book Librarianship. Metuchen, N.J.: Scarecrow Press, 1968.

A collection of articles dealing with audiovisual materials which serve educational and recreational purposes. A few articles deal with preservation and storage.

Maier, B. R. "In Search of the Perfect Record Cleaner." Musart 25 (1973): 55-6.

Suggests the use of a safe and functional cleaning

fluid for proper use of phonorecords. However, mentions that no perfect record cleaning fluid is available, but discusses the pros and cons of an effective record cleaner.

March, I. Running a Record Library. Altrinchiam, Eng.: The Long Playing Record Library, 1965.

Recommends proper storage equipment, staff training and damage policies regarding maintenance of a phonorecord collection.

Marsh, D. "Clean Sound of Music." Esquire 87 (May 1977): 94-6.

A brief article which discusses commercially available cleaning agents for the care of phonorecords.

Mastricola, S. "Record Wear." Stereo Review 37 (July 1976): 56-60.

A discussion of record wear produced by the stylus.

Maynard, H. "Record Cleaners: New Devices Reduce Wear and Noise." Popular Science 210 (June 1977): 79-81+.

Basic procedures are explained regarding the care and maintenance of phonorecords.

Parker, W. "An Article for People who Treat Records Like Frisbees." Buffalo New Times (10 February 1974): 16.

Pearson, M. D. Recordings in the Public Library. Chicago: American Library Association, 1963.

Proper processing and circulation procedures are discussed regarding optimum storage and care policies.

Pickett, A. G. and Lemcoe, M. M. Preservation and Storage of Sound Recordings. Washington, D.C.: Library of Congress, 1959.

An exhaustive study describing the factors relating to the handling and storage of sound recordings. Included are separate studies with recommendations for storage of phonorecords and magnetic tapes. Contains reports of research with accompanying charts and diagrams.

Pisha, B.V. "Record Cleaners; Do They Really Work?" Audio 59 (March 1975): 20-3.

A test was run using a number of various cleaning fluids. Results showed that only the Discwasher and Watts Manual Parastat were successful in returning very dirty records to their original state.

Pisha, B.V. "Record Cleaners Revisited." Audio 60 (May 1976): 40-2.

A summary of the most adequate commercially produced record cleaners available.

"The Proper Care and Feeding of Phonograph Records." Music Educators Journal 57 (January 1971): 76-7.

A description is given of a washing technique for phonorecords. Methods of static control are mentioned along with storing and handling phonorecords.

"A Record Cleaning Service." Gramophone 46 (June 1968): 105.

A record cleaning machine put on the market by Audio & Design Ltd. is described. The machine has two separate fluid circuits with the temperature and washing cycle automatically controlled.

Roberts, D.L. "Establishment and Care of a Library Record Collection." New Mexico Library Bulletin 35 (Spring 1966): 322-8.

Gives directions on proper record care.

Robinson, R. "Cleaning Up a Dirty Groove." Creem Magazine 7 (July 1975): 56.

Recommends Vac-O-Rec and Watts Record Care Kit for keeping records clean.

Robinson, R. "Preserving Iggy for the Ages." Creem Magazine 8 (June 1976): 52.

A summary of the merits of "Sound Guard" for cleaning phonorecords.

Ryan, E. "My Way to Avoid Noisy Records." Gramophone 51 (January 1974): 1485-9.

The troubles and remedies of improper phonorecord handling are outlined.

Salter, L. "Fair Play for Your Records." Music Teacher and Piano Student 48 (May 1969): 23.

Basic handling, cleaning and storage instructions are mentioned.

Spahl, M. "Care and Maintenance of Your Records." Music Journal 35 (May 1977): 34.

Mentions washing records in a warm soap-and-water solution with a soft cloth or sponge.

Tremaine, H.M. The Audio Cyclopedia. New York: The Bobbs-Merrill Co., 1959.

Tudor, D. "Care and Preservation of Records." Ragtimer (January-February 1971): 15-16.

"Vac-O-Rec Records a Clean Sweep." Hi-Fidelity 26 (September 1976): 52.

A description of the Vac-O-Rec electromechanical record cleaning system is given. The manufacturer claims that a new record treated regularly with this system will undergo no long-term deterioration from dust accumulation.

Warnock, L. and Taylor, W. "Record Storage." Industrial Arts and Vocational Education 55 (September 1966): 44-5.

Although this article discusses designing a record storage system, it does not consider factors which would provide the optimum storage system with a minimum of stress for the record. The primary emphasis is on economy of the building materials.

Watts, Just for the Record. New Hyde Park, N.Y.: ELPA Marketing Industries, Inc., 1975.

Describes and illustrates interaction between stylus and record groove with dust and static effects. Discusses cleaning methods and recommends tools.

Weih, J.R. Non-book Materials: The Organization of Integrated Collections. Ottawa: Canadian Library Association, 1973.

A concise book dealing primarily with the cataloging formats of non-book materials. However, Chapter five offers general guidelines for the storage and care of various media formats.

Welch, W.L. "Preservation and Restoration of Authenticity in Sound Recordings." Library Trends 21 (July 1972): 83-100.

Historical discussion of the restoration and preservation of sound based on research. Included is general information on storage and handling techniques.

Wilson, P. "Care of Records." Audio 56 (December 1972): 30-2.

Discusses the many specific physical aspects important in preserving phonorecords by a respected pioneer of the industry.

Wilson, P. "On and Off the Record." Gramophone 42 (May 1965): 560-1.

A critical summary is given of various record conditioning techniques.

Wohlford, M.K. "A Study of Record Collections in Public Libraries of the United States and Canada." Masters thesis, Kent State University, 1951.

Rules for care and handling of records which had been generally observed in libraries are listed.

PHOTOGRAPHS AND NEGATIVES

"Archival Color Separation Negatives." American Archivist 40 (January 1977): 101.

Report of Berkey K & L Custom Services, Inc. and their services to customers. Recommends separation negatives to extend longevity of color film.

Austin J., "Care and Feeding of Photograph Collections." Idaho Librarian 27 (January 1975): 3-7.

Although the article primarily concentrates on the development of a photograph collection, information on proper mounting procedures, including the use of acid-free materials, is presented.

Bohem, H. "Seam-Free Envelope for Archival Storage of Photographic Negatives." American Archivist 38 (July 1975): 430-5.

Presents a design for a seamless negative envelope to protect negatives from adhesives.

Boucher, J.E. "Collection, Use, and Care of Historical Photographs." Historical Preservation 29 (October 1977): 44-6.

Calhoun, J.M. "Storage of Nitrate Amateur Still Camera Film Negatives." Journal of the Biological Photographic Association 21 (1953): 1-13.

Care of Your Color Prints. Rochester, N.Y.: Eastman Kodak Co., 1976.

This pamphlet presents very general instructions for protecting the average family's color prints. Gives specific mounting instructions.

"Caring for Negatives, Prints & Slides." Good Housekeeping 177 (July 1973): 150.

"Case for a Central Photographic Archive in Colour." Museum Journal 72 (June 1972): 25-6.

Chalters, R.M. and Jacobs, C. "Recovery of Faded Photographs by Nuclear Techniques." Photographic Applications in Science, Technology and Medicine 4 (1970): 15.

Clark, W. "Techniques for Conserving Those Old Photographs." New York Times, 13 June 1969, p. 37+

A discussion of film history including print types and storage techniques. Gives important information about folders, sleeves, and boxes based on ANSI standards.

"Color Slides Nibbled," American Archivist 31 (April 1968): 207.

Short paragraph recognizing carpet beetle larvae as a hazard to color slides. Recommends treatment of storage box with mothballs for 1 or 2 days with slides removed.

"The Conservation of Colour Photographic Records." The Journal of Photographic Science 22 (1974).

Cooke, R.W. "Displaying Photographs." School Arts 73 (June 1974): 4.

A brief summary of mounting techniques for photographs is given.

Cyr, D.J. "Put Your Best Photo Forward; Mounting of Prints." Arts and Activities 74 (December 1973): 18-20.

Mounting techniques are discussed with specific recommendations for high quality dry-mounting materials. Also the article warns against the use of rubber cement and other adhesives.

Dennis, L., and Dennis, L Collecting Photographs; A Guide to the New Art Boom. New York: Dutton, 1977.

"East Street Gallery of Grinnell, Iowa: Its Successful Professional Approach to Archival Permanence of Black and White Photographic Prints.: Picturescope 19 (Summer 1971).

A brief summary is given of the common do's and don'ts of photo care and display.

Eaton, G.T. "Preservation, Deterioration, Restoration of Photographic Images." Library Quarterly 40 (January 1970): 85-98.

The factors involved in the deterioration, preservation and restoration of photographic records are reviewed. Includes 16mm film, microfilm and print formats. A bibliography is included.

Enyeart, J.L. "Cleaning Glass Plate Negatives." Exposure 12: 2+.

Erdman, D.V. The Illuminated Blake. Oxford: Oxford University Press, 1975.

Filing Negatives and Transparencies. Rochester, N.Y.: Eastman Kodak Co., 1960.

Geller, K.S. "Tools of the Trade; Berg Gold Protective Solution." Petersen's Photographic Magazine 7 (June 1978): 10.

Short article describing what the Berg solution is and does.

Hendriks, K. "Preserving Photographic Records; Materials, Problems and Methods of Restoration." Industrial Photography (August 1978): 30-3.

The article deals with many of the problems that affect various photographic materials and provides restoration techniques.

Henke, H.R. "Electronic Film Defect Detectors." Audiovisual Instruction 16 (December 1971): 101-6.

Recommends that users not return film rewound. This may cause loosely and unevenly wound film which may result in permanent damage.

Hersh, S. "Washing Photographic Materials." Industrial Photography 19 (1970).

Kach, D. "Photographic Dilemma: Stability and Storage of Color Materials." Industrial Photography (August 1978): 28-9+.

The article discusses in depth some aspects of photo preservation. General statements of interest are given, some refuting claims made by other authorities.

Kodak Professional Black and White Films. Rochester, N.Y.: Eastman Kodak Co., 1976.

Description of the most basic factors causing deterioration or accelerated deterioration. Gives specific suggestions for optimum storage in terms of relative humidity, temperature, and warm up time.

Long, M.S. "Historic Photographs." Arkansas Libraries 35 (June 1978): 8-10.

Manilla, J. "Film Storage: Keeping Your Stock Calm, Cool and Collected." Industrial Photography (January 1978): 34+.

Discusses the storage vaults of Fort Lee, N.J. managed by Jim Stone for Bonded Services, Division of Novo Communications. Specific storage recommendations for film and magnetic tapes are presented.

Maxwell, B.B. "Slides and Photographs." Art Journal 31 (Spring 1972): 320-1.

The author briefly summarizes the topics discussed in the Slides and Photographs sessions of the 1972 annual meeting of the College Art Association. Storage procedures are mentioned as important and a specific archival temperature is recommended.

Neblette, C.B. Photography: Its Materials and Processes. 6th ed. New York: Van Nostrand, 1962.

Notes on Tropical Photography. Rochester, N.Y.: Eastman Kodak Co., 1970.

Gives specific information for care of color and black-and-white films and prints in hot and humid or hot and dry climates. It covers material such as preservation of negatives and prints, fungus and treatments, care and storage, and use of desiccants.

Ostroff, E. "Preservation of Photographs." The Photographic Journal (October 1967): 309-14.

"Out, Damned Scratch!" Modern Photography 40 (February 1976): 100.

"Photo Paper Warning." American Archivist 39 (April 1976): 227.

Warns of the sensitivity of waterproof papers to ultraviolet rays and other radiation. The papers are stable only when kept in dark.

Practice for Storage of Black-and-White Photographic Paper Prints. PH1.48-1974. New York: American National Standards Institute, 1974.

This report on the storage of black-and-white photographic prints presents specific, detailed information, including definitions, enclosures, housing, environmental conditions, handling and inspection.

Practice for Storage of Processed Photographic Plates. PH1.45-1972. New York: American National Standards Institute, 1972.

Highly specific, detailed information is presented on the storage of processed photographic plates. The report clearly defines the format but no specific distinction is made other than degree of care between long-term and short term storage procedures. It covers containers, housing, environmental conditions, handling and inspection.

Prevention and Removal of Fungus on Prints and Films. Rochester, N.Y.: Eastman Kodak Co., 1961.

Describes the various methods of prevention and treatment of fungus growth.

Purcell, C. "Traveler's Camera; Filing Systems." Popular Photography 84 (January 1979): 62+

Rachow, L.A. "Care and Preservation of Theatre Library Materials." Special Libraries 63 (January 1972): 25-30.

A general treatment of handling techniques which suggests use of acid-free folders for photographs.

"Rochester Institute of Technology Presented an Intensive Seminar on the Preservation and Restoration of Photographic Images, September 26-28, 1977." College and Research Library News 3 (March 1978): 71.

"The Recognition of Early Photographic Processes, Their Care and Conservation." The Journal of Photographic Science 22 (1974).

Reinhardt, P.A. "Photograph and Slide Collection in Art Libraries." Special Libraries 50 (March 1959): 97-102.

Briefly describes the methods of preservation and storage dealing only with the physical aspects.

Requirements for Photographic Filing Enclosures for Storing Processed Photographic Films, Plates and Papers. PH4. 20-1958. New York: American National Standards Institute, 1958.

This report from the American National Standards Institute deals with the specific physical and chemical requirements for the filing enclosures for silver-gelatin or color image The introduction notes that the enclosure itself does not ensure complete satisfactory storage since proper temperature, humidity and protection from other hazards is essential.

Scully, E. "Ed Scully on Color; Permanence of Color Images." Modern Photography 41 (May 1977): 8+

Makes several general recommendations such as: "process your own film," "avoid plastic envelopes or sleeves," "don't project your slides" and "store cool and dry" but gives no specifics. Supportive evidence is lacking.

Scully, E. "Ed Scully on Color; Conservation of Color Slides." Modern Photography 35 (April 1971): 22+.

Aspects of conditions that affect photo deterioration are examined including temperature, humidity and illumination level.

Shaw, R.V. "Picture Professionalism, Part II." Special Libraries 65 (December 1974): 505-11.

A general discussion of preservation with a recommendation to file negatives in alkaline envelopes and prints in acid-free folders.

Specification for Photographic Grade Dry Mounting Tissue. PH4.21-1958. New York: American National Standards Institute, 1958.

Specific requirements are detailed for the coating, thickness, adhesive qualities, activation, and other properties of dry mounting tissue as approved by the American National Standards Institute.

Stephenson, G.A. "Some Notes on the Care of Print and Photographs at the National Portrait Gallery." Picturescope 20 (Winter 1972): 174-9.

A brief article discussing the proper mounting display of photographs and prints.

Storage and Care of Kodak Color Films. Rochester, N.Y.: Eastman Kodak Co., 1976.

A detailed description of relative humidity and temperature recommendations, warm up times, cleaning procedures, and harmful pollutants. Methods for the treatment of water damaged film are included.

Sunderland, J. "Photographic Collections." ARLIS Newsletter (Art Libraries Society) 19 (June 1974): 3-10.

Included in the article is a brief discussion of the methods used at the Witt Library of Courtauld Institute of Art for storing and mounting photographs.

Talwar, V., and Kishore, R. "Removal of Stains From Photoprints." Conservation of Cultural Property in India 2 (1967): 90-1.

Time/Life Books. Caring for Photographs. New York: Time/Life Books, 1972.

Provides detailed information about the care and restoration of old prints. Much emphasis is placed on processing, as damage is often caused by internal chemical reactions. Devotes a section to copying and restoration methods. Section three is devoted to storage.

Tull, A.G. "The Conservation of Colour Photographic Records." ARLIS Newsletter (Art Libraries Society) 17 (December 1973): 22-4.

A selected, annotated bibliography compiled for the Conservation of Colour Photographic Records Symposium organized by the Colour Group of the Royal Photographic Society (England). It includes environmental factors, processing factors, fading and slides.

Vanderbilt, P. Filing Your Photographs: Some Basic Procedures. Nashville: American Association for State and Local History, 1966.

Vestal, D. "Poison List." Popular Photography 84 (January 1979): 73-4.

Wagner, R.W. "Preservation and Restoration of Photographic Materials Through Nuclear and Ultra Sonic Methods." Illinois Library 53 (January 1971): 10-17

Primarily a discussion of cleaning 16mm, 8mm and 35mm film and other formats. Summarizes optimum care techniques, but does not give specifics.

Weinstein, R.A. and Booth, L. Collection, Use and Care of Historical Photographs. Nashville: American Association for State and Local History, 1977.

Extensive discussion of major environmental and care problems of photographs. A bibliography is included.

Weinstein, R.A. "If You Collect Photographs." Hawaii Library Association Journal 29 (June 1972): 15-17

Written generally to cover both very old types of photographs and present day photos. Advocates use and access to print collections and suggests copying for ready user access. Masters should be stored at optimum conditions to insure preservation.

Wells, J.A. "Conservation of Motion Pictures, Microfilms and Photographs." Library Association of Australia (1971): 401-6.

Basically concerned with preserving materials. The author calls for research since a complete understanding of the problems has not been achieved. Makes some interim recommendations to store formats at lower temperatures and relative humidities.

White, D.R., et al. "Polyester Photographic Film Base." Journal of the Society of Motion Picture and Television Engineers 64 (19[illegible]): 674-8.

Wilhelm, H. "Color Print Instability." Modern Photography 43 (February 1979): 92-3+.

An in-depth report and study of color print image permanence and how to maximize permanence by proper storage and care. Presents the cause factors, the deterioration symptoms and compares commonly used color print papers. Long-term storage recommendations conclude the article.

Wilhelm, H. Letter to John Ellison. 11 February 1979.

Makes several storage and care suggestions dealing with color prints and color slides. Dry mount tissue, storage envelopes, cleaning, silica gel, plexiglass, temperature and humidity are discussed.

Wilhelm, H. Procedures for Processing and Storing for Maximum Possible Permanence. Grinnell, Iowa: East Street Gallery, 1976.

Wilhelm, H. "Storing Color Materials." Industrial Photography 27 (October 1978): 32+.

This article offers an inexpensive and practical method for long-term storage of historical and personal photographs. The use of a frost-free refrigerator/freezer is a simple way of storing color materials at low temperatures and humidities without vapor proof packaging.

Wilson, W.K. and Forshee, B.W. "Degradation of Cellulose Acetate Films." Society of Plastics Engineers Journal 16 (1959): 144-56.

Wilson, W.K. and Gear, J.L. Care of Books, Documents, Prints and Films. Bethesda, Md.: ERIC Document Reproduction Service, ED 148 394, 1971.

Limited discussion of the care of films and photographs with general aspects covered. Specifics include recommendations for temperature and relative humidity. A bibliography is included.

Witter, J. "A Report on the Photographic Collection of the Rochester Historical Society." Rochester, N.Y.: October 1971 - June 1972, (Mimeographed).

The recommendations are concisely stated including physical and environmental conditions. The report briefly deals with the adverse effects of rubber bands, paper clips, adhesives, ink, storage containers, moisture and temperature.

Wolfman, A. "Wolfman on Printing; Storing Prints." Modern Photography 31 (March 1967): 46+

Zide, L. "Sound Advice," Modern Photography 29 (November 1965): 94+.

MISCELLANEOUS

"AF Checks on Holographic Image Storage." Laser Focus 2 (15 March 1966): 12.

American Library Association. Guidelines for Audiovisual Materials & Services for Public Libraries. Chicago: American Library Association, 1970.

Andrew, J.R. Non-Book Materials and the Librarian: A Select Bibliography. London: Aslib Audio Visual Group, 1972.

The bibliography covers books, pamphlets, and periodical articles written in English from 1965-1972, on all aspects of the librarianship of non-book materials.

Association of College and Research Libraries. Audio Visual Committee. Guidelines for Audio-Visual Services in Academic Libraries. Chicago: American Library Association, 1968.

Baker, J.P. and Soroka, M.C., ed. Library Conservation: Preservation in Perspective. Stroudsburg, Pa.: Dowden, Hutchinson & Ross, 1978.

Bell, J. "Cataloging and Storing Audio-Visual Materials." Education Resources Techniques 7 (November 1967): 48-54.

Blue, M.D., and Chen, D. "Optical Techniques Light Way to Mass Storage Media." Electronics 42 (3 March 1969): 108.

Brown, J.W.; Harcleroad, F.F.; and Lwis, R.B. AV Instruction: Technology, Media and Methods. 4th ed. New York: McGraw-Hill, 1973.

The care and handling of various media formats are briefly discussed in the section on operating audio-visual equipment.

Brown, J.W.; Norber, K.D.; and Srygley, S.K. Administering Educational Media: Instructional Technology and Library Services. 2nd ed. New York: McGraw-Hill, 1972.

The processing and storing of audiovisual materials are outlined in Chapter nine - "Administering Materials." Recommends that the storage area be free from excess of heat, dust, moisture, or electro-magnetic fields.

Cabeceiras, J. Multimedia Library: Materials Selection and Use. Academy Press, 1978.

Canby, E.T. "Latter-day Gadgetry." Audio 55 (November 1971); 56.

Chuguy, Y.V., and Kolesova, N.T. Bibliography on Holography. n.p.: Scientific Information Consultant, 1976.

Collison, R.L. Modern Storage Equipment and Methods for Special Materials in Libraries. London: Library Association, 1955.

Collison, R.L. Treatment of Special Material in Libraries. 2nd ed. London: Library Association, 1957.

"Crystal Stores Holography." Radio-Electronics 42 (October 1971): 2+.

Cunha, G.D.M. Conservation of Library Materials. Metuchen, N.J.: Scarecrow Press, 1967.

Provides an introduction to the various aspects of conservation as well as bibliographical information. A critical description of the literature on the historic and technical aspects of the care, repair and restoration of library materials is given.

Daily, J.E. Organizing Nonprint Materials: A Guide for Librarians. New York: Dekker, 1972.

Emphasis is on cataloging nonprint materials in response to user's needs. Recommends that each separate nonprint material be stored in the way that will best preserve it.

Dale, E. Audiovisual Methods in Teaching. 3rd ed. New York: Holt, Rinehart & Co., 1969.

Davies, H. "Storage of Audiovisual Materials in the Library." Assistant Librarian 69 (January 1976): 6-8.

Discusses the physical furniture of AV storage. Provides manufacturer's names and addresses.

Division for the Blind and Physically Handicapped. Design of an Automated Library Information Storage and Retrieval System for Library of Congress Division for the Blind and Physically Handicapped. Washington, D.C.: Library of Congress, 1975.

Dove, J. The Audio-Visual: The Availability and Exploitation of Non-Print Material with Special Reference to Libraries. London: Andre Deutsch, 1975.

Primarily deals with media that is being used in a library situation, not archival storage problems. Physical aspects of shelving and drawers are discussed. Briefly explains some of the aspects affecting the condition of the medium.

Dunn, W.S., Jr. Storing Your Collections. Nashville: American Association for State and Local History, 1979.

Ehrenberg, R.E. "Aural and Graphic Archives and Manuscripts." Drexel Library Quarterly 11 (January 1975): 55-71

Includes details covering graphics, photo records and aural records

Erickson, C.W.H. Administering Instructional Media Programs. New York: MacMillan, 1968.

Suggestions are made regarding methods of storage for each media format. Basic directions and recommendations for space planning are given and proper care procedures are outlined.

Evans, F.B. "Administering Archives and Manuscripts: A Selected Bibliography." Drexel Library Quarterly 11 (January 1975): 106-15.

Basic readings on storage equipment and facilities are listed.

Farhat, N.H., ed. Advances in Holography. 3 vols. New York: Dekker, 1976.

Fothergill, R., and Butchart, I. Non-Book Materials in Libraries: A Practical Guide. Hamden, Conn.: Linnet Books, 1978.

Foxhall, G.J., Audiovisual Aids in Libraries: Cataloging, Processing, Storage, Care. South Australia State Library, 1969.

A brief bibliography without annotations.

Goldstein, S. "Maintenance Keeps 'Mill' Running Over Three Years." Audio-Visual Communications 8 (February 1974): 12.

Gould, G.N., and Wolfe, I.C. How to Organize and Maintain the Picture/Pamphlet File. Dobbs Ferry, New York: Oceana, 1968.

Hektoen, F.H., and Rinehart, J.R., ed. Toys to Go: A Guide to the Use of Realia. Chicago: American Library Association, 1976.

A collection of articles discussing the utilization of realia in libraries. Chapter four is devoted to the acquisition, processing and storage of realia. A chart is given listing the advantages and disadvantages of various types of storage.

Hicks, W.B., and Tillin, A. Developing Multi-Media Libraries. New York: R.R. Bowker, 1979.

Johnson, J.T. AV Cataloging and Processing Simplified. Raleigh, N.C.: Audiovisual Catalogers, Inc., 1971.

A brief outline is given regarding the cataloging, processing and storage of all media formats. Storage containers are mentioned rather than optimum conditions.

Kathpalia, Y.P. Conservation and Restoration of Archive Materials. Paris: UNESCO, 1973.

Kathaplia, Y.P. "The Problem of Acidity in the Conservation of Documents." UNESCO Bulletin for Libraries 20 (September-October 1975): 268-70.

A section deals with the preservation of microfilms and sound recordings.

Korty, M.B. Audio-visual Materials in the Church Library; How to Sell, Catalog, Process, Store, Circulate, and Promote. Riverdale, Md.: Church Library Council, 1977.

Langrehr, J.S. and Russell, A. "Audiovisual Packaging and Shelving." Audiovisual Instruction 22 (November 1977): 12-14.

List, G. "A Statement on Archiving." Journal of the Folklore Institute 6 (1969): 222-31

McCarthy, P.H. "Overview: Essentials of an Archives or Manuscripts Program." Drexel Library Quarterly 11 (January 1975): 5-20.

General article dealing with the many aspects of managing an archival library. Section on preservation is limited, with specific facts on relative humidity and temperature provided.

Medina, M.C. "Filing, Storage and Preservation of Special Materials in Libraries." Journal of Philippine Librarianship 1 (September 1968): 25-43.

Moore, G. "Teaching Tools - The State of the Art." Grade Teacher 86 (May-June 1965): 86-9.

Morris, J. Managing the Library Fire Risk. Bethesda, Md: ERIC Document Reproduction Service, ED 116 648, 1975.

Perry, T., ed. Performing Arts Resources. Vol. 2 New York: New York Drama Book Specialists, 1975.

"Preservation of Library Materials: A Symposium of the New York Library Association." Special Libraries 59 (October 1968): 607-25.

Various wasy of restoring and preserving deteriorating book papers are discussed. The issue includes an article by Frazier G. Poole concerning microform standards and storage conditions.

Pyle, H.M. "Care, Storage and Use of Pamphlets." Special Libraries Council of Philadelphia and Vicinity Bulletin 30 (November 1963): 15-17.

Rath, F.L., Jr., and O'Connell, M.R., ed. Care and Conservation of Collections: A Bibliography on Historical Organization Practices. Nashville: American Association for State and Local History, 1977.

Rodwell, S. "Media Storage." Educational Broadcasting International 10 (March 1977): 16-20.

A generalized approach to the storage units required for various media formats.

Spencer, J.R. Holographic Information Storage and Retrieval. Final Report. Bethesda, MD: ERIC Document Reproduction Service, ED 129 326, 1975.

Stolow, N. "Fundamental Case Design for Humidity Sensitive Museum Collections." Museum News 44 (1966).

Subrahmanyam, M. "Non-Print Materials: Their Storage and Retrieval." Indian Library Movement 2 (March 1976): 22-23.

Suelflow, A.R. "Archives: Their Care, Preservation and Maintenance." Catholic Library World 46 (1974): 62-7.

A very general discussion of storage and care aspects supporting the more common recommendations.

Thompson, E.T. Local History: A Handbook for the Collection, Preservation, and Use of Local History Materials. Bethesda, MD.: ERIC Document Reproduction Service, ED 110 055, 1975.

Section V presents general and specific information about cleaning, repair and storage. Ideal climatic working conditions are recommended.

Ward, P. "Where to Kick: The Teacher's Troubleshooter." Audiovisual Instruction 19 (March 1974): Learning Resources Supplement 2-4.

Waters, P. Procedures for Salvage of Water-damaged Library Materials. Bethesda, MD.: ERIC Document Reproduction Service, ED 108 657, 1975.

The procedures are outlined for salvaging water-damaged library materials including film. Among the recommendations given are control of temperature and humidity, handling and treatment.

Waygood, A. "Hints on Storing Non-Print Materials." Index 2 (Spring 1968): 24-5.

Weihs, R.R. Non-Book Materials: The Organization of Integrated Collections. Ottawa: Canadian Library Association 1973.

A concise book dealing primarily with the cataloging formats of nonbook materials. However, Chapter five offers general guidelines for the storage and care of various media formats.

Wessel, C.J. "Environmental Factors Affecting the Permanence of Library Materials." Library Quarterly 40 (January 1970): 39-84.

Data tables and charts are presented showing the effects of environmental factors including atmospheric pollutants, temperature and humidity, light, heat and biological agents. The study treats library collections as a whole with no breakdown into formats. A bibliography is included.

Wilson, W.K., and Gear, J.L. Care of Books, Documents, Prints and Films. Bethesda, MD.: ERIC Document Reproduction Service, ED 148 394, 1971.

Limited discussion of the care of films and photographs with general aspects covered. Specifics include recommendations for temperature and relative humidity. A bibliography is included.

Winger, H., and Smith, R. Deterioration and Preservation of Library Materials. Chicago: University of Chicago Press, 1970.

A compilation of articles concerning the deterioration, conservation, preservation and restoration of library materials. Each article demonstrates scholarly research and contains recommendations and conclusions.

Wisconsin Association of School Librarians. Audiovisual Cataloging Manual Committee. Cataloging, Processing, Administering AV Materials. Madison, WI: Wisconsin Association of School Librarians, 1972.

This manual has been prepared as a guide for media personnel in organizing audiovisual materials. The care and housing of materials is discussed for each format listed.

Yesner, B.L. Administering Filmstrip and Record Collections. New York: McGraw Hill, 1968.

Youngren, R.P. Meeting Library Space Needs. Bethesda, MD: ERIC Document Reproduction Service, ED 129 210, 1975.